

First Lutheran Church of Richmond Beach

18354 8th Ave NW
Shoreline WA 98177
206.546.4153
www.flrb.org

Our Mission: *“Living, loving and serving as Jesus did...so the world may know Him!”*

Parish Administrator

Basic Description: The three pieces to this position include: 1) Financial Management
2) Facility Oversight. Within and around these components of the position lies a 3) Ministry
piece. This piece includes, but is not limited to such areas as hospitality, volunteer
encouragement, working with task forces and ministry teams, and supervision. The expectation
is that all tasks of the position offer the opportunity to build teams and support and undergird the
program ministries of First Lutheran.

Traits and Abilities:

- Committed Christian with enthusiasm for First Lutheran’s vision and goals
- Experience in congregational structure and polity
- Professionalism and confidentiality
- Accuracy, attention to detail, excellent proofreading skills
- Excellent computer skills, including desk top publishing and church software
- Flexible, comfortable with deadlines
- Self-motivated, able to take initiative and set priorities
- Basic financial management, - accounting/bookkeeping skills
- Ability to work collaboratively - assist or direct others as the situation dictates - and the ability to build and maintain warm and collegial relations with the staff and membership
- Maintain a Washington State driver’s license and be insurable

Duties performed or supervised:

1) and 2) Finance and Facility Management

- Work with the office coordinator to ensure efficient management of the church office
- Purchase or authorize purchase of supplies and equipment
- Arrange for maintenance and repair of equipment
- Work with staff in scheduling and prioritizing building needs
- Negotiate contracts and repair procedures, staff support for property committee
- Work with congregational leaders to see that all legal issues are covered: insurance, licenses, permits, etc.
- Assist in coordination of outside special events, projects, etc.
- Work with the treasurer in :
 - Maintaining all financial records (hard and soft copies)
 - Verify and process all accounts receivable and payable
 - Manage all bank accounts and investments
 - Count (with volunteers) and deposit all funds as designated
 - File taxes and government reports
- Manage payroll
- Approve all check requests and sign

- Work closely with treasurer and finance team for financial decision making
- Oversee the development of the annual budget
- Manage contribution record keeping of the members
 - Order, prepare and distribute offering envelopes
 - In-put and manage pledge and contribution information
 - Supervise the distribution of quarterly and year end financial statements
 - Gather and provide financial information for the Annual Report and Parochial Report to the ELCA
- Encourage lay volunteer opportunities within support staff areas of work
- Participate in committee meetings for Finance, Property and Endowment and advise other task forces as needed regarding financial and facility concerns
- Give report to or attend council and Congregational meetings when needed
- Attend weekly staff meeting and any additional special follow-up meetings
- Meet weekly with the Lead Pastor for clear staff development and direction

3) Ministry

- Oversee specific areas of ministry to be based on your background, gifts, passions, and abilities and in conversation with the lead pastor.
- This may include working with ministry teams and task forces, committees, and areas of program ministry where the skills and aptitude of the individual are helpful and needed.
- This position reports directly to the Lead Pastor and supervises and may receive direct report from the Office Coordinator and the Facilities Manager.

Hours, Salary, Benefits

This position is 30 hours/week with specific pay determined by the Personnel Committee upon evaluation of experience and performance. Benefits include 2 weeks' vacation, health and disability coverage, pension of 7% of salary, and 11 paid holidays. Specific hours and days of work will be determined after meeting with candidate.